

## Employment Application Form

Position Applied for: Junior Project Manager

Date: 17<sup>th</sup> November, 2011

### Section A: Personal Information

Name: Fahim Ahmed

First

Middle

Last

Father's Name: Shamim Ahmed

Date of Birth: 04<sup>th</sup> June 1978

Place of Birth: Karachi

Gender: Male

Status: Married

Number of Children: 05

CNIC: 42201-0769738-7

Present Address:

C-34 Shamsi Society, Wireless gate near Malir Halt, Karachi-75210

Permanent Address:

C-34 Shamsi Society, Wireless gate near Malir Halt, Karachi-75210

Contact Number:

Residence: <u>021-34584153</u>	Office:	Mobile: <u>0300-2146372</u>	Email Address: <u>Fahim70@hotmail.com</u> <u>Fahim70@gmail.com</u>
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Nationality: Pakistan

Religion: Islam

Interests/Hobbies:

Web Designing, Reading Holy books, Football and Teaching.

Career objectives/ Future Plans:

To work in a stimulating environment where I can apply and enhance my knowledge, skill to serve the firm to the best of my efforts.

**Main Reason for applying to ARPATECH:**

Believing in my strength, skills and capabilities, I feel that this position will enable me to demonstrate my abilities and skills and make a contribution in an area I have studied in and see my future career in.

**Technical/ Special Skills:**

1. Successfully managed a project.
2. Managed multiple employees across different destination.
3. Lead a team of technical staff defining the requirements for several support application.

**Persons you know at ARPATECH:**

None

**How did you learn about this opening in our organization?** Rozee.pk

**Were you previously employed at ARPATECH?**

Yes

No ☒

**If yes, mention the period:** \_\_\_\_\_

**Do you have a relative working at ARPATECH?**

Yes

No ☒

**If yes, then please specify:** \_\_\_\_\_

**Father's Occupation:** \_\_\_\_\_ **Spouse's Name & Occupation:** Saima Fahim, Housewife

**Emergency Contact:**

Name	Relationship	Mobile Number	Address
Saima Fahim	Wife	03222333747	C-34 Shamsi Society, Wireless Gate, near Malir Halt, Karachi-75210.

### Computer Literacy

- MS Word
- MS Power Point
- MS Excel
- System Analysis
- Networking
- Email/Browsing

### References

#### Reference 1:

Name: Syed Inkesar Ali Pakistani  
 Company: Dewan Group  
 Designation: Group Manager Archives  
 Department: Administration  
 Phone: 021-35204516  
 Mobile: 0302-8292204  
 Email: Siap1234@yahoo.com

#### Reference 2:

Name: Muhammad Abdullah Samad  
 Company: LDocX Technology & Services  
 Designation: Manager Operations  
 Department: IT  
 Phone: 021-35846182  
 Mobile: 0300-2259013  
 Email: Abdullah@ldocx.com \*

Have you ever been convicted of a crime?

Yes

No ☒

If yes, explain number of conviction(s), nature of offence(s) leading to conviction(s), date of such offence(s);

Committed sentence(s) imposed, and type(s) of rehabilitation.

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May we approach your present employer?

Yes ☒

No

### Language(s)

Language(s)	Read			Write			Speak		
	Average	Good	Excellent	Average	Good	Excellent	Average	Good	Excellent
English		*			*		*		
Urdu			*			*			*

### Section B: Educational Qualifications in Pakistan

Education/Degree	School/College/University/ Institute	Passing Year	Majors/Courses	Grade/Percentage/CGPA
BSc.	University of Karachi	1998	Physics, Chemistry, Mathematics	2 <sup>nd</sup> Division

### Section C: Foreign Education Qualifications

Education/ Degree	Institute/College	University/Board (Country)	Passing Year	Courses	Grade/Percentage/ CGPA

### Other Training Received

Training Title	From Date	To Date	Name of Institution	City	Country	Training Field
KBOX	July 2009	Aug 2009	4 Sight Technologies	Karachi	Pakistan	Asset Management Software
DOCUMENTUM	Feb 2010	Feb 2010	EMC <sup>2</sup>	Karachi	Pakistan	Content Management Software

### Section D: Work Experience

Please list your work Experience for the **past five years**, beginning with your most recent job held. If you were self-employed, give the firm's name. **Attach additional sheet if necessary.**

Company Name: LDocX Technology & Services		Experience Area: Six years	
Position Held: Project Manager	Served From: July 2006	Served To: at present	
Company Location: Karachi			
Contact Person: Mr. Aahmaduddin Khan			
Phone: 021-35846182		E-mail: ahmed@ldocx.com	
Department: Administration			
Designation: Manager Admin		Last Gross Emoluments: Rs.20,000/-	
<b>Major Responsibilities:</b> Successfully managed a project. Collect metrics and reports on project progress. Control and monitor the Project scope, time, cost and quality. Directed the assigned project resources to meet the best project objective.			
<b>Achievements:</b> <b>Asset Management Software</b> KBOX (5000 nodes out of 10,000 nodes) implemented in commercial bank. <b>Document Management &amp; Archival System</b> HUBCO, UFONE, BYCO, DEWAN GROUP, BRITISH PETROLEUM and FULCRUM.			
<b>Reason for Leaving (Be Specific):</b> After six years in my last position I am now looking for a new experience where I can contribute and grow in a bigger environment.			

Company Name: LDocX Technology & Services		Experience Area: Two years	
Position Held: Assistant Project Manager	Served From: Nov 2004	Served To: June 2006	
Company Location: Karachi			
Contact Person: Mr. Aahmaduddin Khan			
Phone: 021-35846182		E-mail: ahmed@ldocx.com	
Department: Administration			
Designation: Manager Admin		Last Gross Emoluments: Rs.8,000/-	
<b>Major Responsibilities:</b> Planned and design disaster recovery for the company. Analyzed system requirements. Managed records of employees.			
<b>Achievements:</b> Crescent Investment Bank Ltd.			
<b>Reason for Leaving (Be Specific):</b>			

<b>Company Name:</b> Qamar Industries		<b>Experience Area:</b> Three years	
<b>Position Held:</b> Assistant Manager Admin/Accounts		<b>Served From:</b> July 2001	<b>Served To:</b> Oct 2004
<b>Company Location:</b> Karachi			
<b>Contact Person:</b> Shamim Ahmed			
<b>Phone:</b>		<b>E-mail:</b>	
<b>Department:</b>			
<b>Designation:</b> Owner		<b>Last Gross Emoluments:</b> Rs.4,000/-	
<b>Major Responsibilities:</b> Preparing salary payroll of the company employee. Report on weekly activity. Monitor customer satisfaction. Contribute to the creation of new products, services and sales strategies.			
<b>Achievements:</b>			
<b>Reason for Leaving (Be Specific):</b> There isn't room for growth with my current employer and I'm ready to move on to a new challenge.			

Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

**Additional Information You Would Like ARPATECH to Consider**

**Present Employment:**

<b>Take Home Salary (Net cash after Taxes)</b>	<b>Gross Salary</b>	<b>Other Benefits (Car, fuel, bonus, medical)</b>
Rs.20,000/-	Rs.20,000/-	One bonus per year

<b>Date of Appointment</b>	<b>Date Left and Reason for Leaving</b>	<b>Notice Required</b>
Nov 2004		15 days

**What Emoluments Do You Expect from Advanced Research Projects & Technologies?**

Gross Salary (including allowances): Rs. 27,000/ Month

Other Benefits: Bonus, Medical and Fuel.

**Personal Statement****Limit to 100 words. Please include your interest in serving ARPATECH**

Because everyone has particular goals in their life and ARPATECH is carrier oriented company where we can make our growth, therefore I want to join ARPATECH.

**Applicant's Certification & Release**

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above. The company is hereby authorized to make any investigations of my prior education and employment history.

Signature of the Applicant: Fahim Ahmed

Date: 17<sup>th</sup> Nov, 2011

Please attach your Resume with this application

**\*\*Thank you for your interest in ARPATECH and for completing this application form\*\***